

OFFICIAL
PERSONNEL BOARD MINUTES
Tuesday, December 8, 2009

CALL TO ORDER

The meeting began at 6:00 p.m. in the Crafts Room at Senior Center.

ROLL CALL

Present: Dave Thomas, Ed Comerford, Anna Marie Jones and Ed Fuentes

City Staff: Human Resources Director Tami Yuki

APPROVAL OF MINUTES

The minutes of November 16 & November 18, 2009 were approved.

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

A. Annual Report to Council

Director Yuki said that she changed the wording in the "Annual Report to Council" from "shall be" to "shall serve". Director Yuki also stated that she added another bullet to reflect that the Board revised 27 job descriptions and adopted two new job descriptions.

Personnel Board Member Fuentes inquired if the City Clerk has started to receive applications for a new Personnel Board Member. Director Yuki stated that there is a vacancy on the Traffic Safety Committee, and the City Council wants to recruit for both positions at the same time.

B. Current Recruitments

1. Lateral Public Safety Dispatcher I

Director Yuki stated that Human Resources received ten applications for Lateral Public Safety Dispatcher I. At the present time Human Resources is confirming certificates for those applicants who didn't submit their certificates with their application.

C. Review EEO-4 Report

Personnel Board Member Fuentes recommended creating a spread sheet showing the difference between 2007 and 2009 EEO-4 report. Director Yuki said that she wrote notes and was ready to give verbal explanation of the report. Personnel Board Member Fuentes said that the report should show the movement in gender and ethnicity. He also said that it would be easier for the Council to see the difference in writing.

The Board concurred to look at the summary of the EEO-4 report at the next meeting.

Director Yuki stated the significant changes are not the total number of people that are hired or work for the City. There were shifts in how people were categorized. According to

the EEO-4 guidelines, for example, Fire Captain who used to be Public Safety has shifted to Professional.

D. Board Members Comments

Delete Lateral Public Safety Dispatcher I from the current eligibility list. Add Associate Civil Engineer to the eligibility list.

The next meeting will be held on Monday, January 18, 2009.

ADJOURNMENT

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Marie Fir
Secretary